How to confirm your admission

1. Only those applicants who are in merit list(s) can take admission within the stipulated time specified on the merit list.

   If applicants who are not in the merit list, try to pay admission fee and become successful in doing so, for reasons what so ever (including technical fault), their admission will be cancelled. They may claim refund as per UGC norms.

2. To pay admission fee (online mode only) logon to your portal, click on fee status and pay the stipulated admission fee.

   Be careful about payment success. Check your bank account whether payment has really been made or not. It is reported that a number of applicants have received a successful payment massage and a confirmation massage with/without transaction ID but their banks subsequently refused payment. In such a situation their admission cannot be completed.

3. Confirm that your payment status on your portal shows 'Admitted and Receipt print'.

   Do not rely on the SMS/ initial receipt. Logon to your portal, click on payment status and confirm that your payment status shows 'Admitted'. Otherwise, pay again. In case, you pay more than once, the entire excess amount (excluding bank charges if any) will be refunded.

4. Print your final receipt. After your successful transaction, you can download and print a final receipt.

   Keep the final receipt in safe place as that is the only evidence of your admission.

5. Upload necessary documents and print your application form.

   Without uploading of necessary documents your application is incomplete.

6. Visit the college after notification for start of your class with printed form, final application & admission receipt and necessary original documents alongwith photo copies of the documents for verification.

   Do not visit the college before classes start and do not try to take admission without college stipulated process. There is no alternative process of admission except this merit-based online system.

Be aware of fake agents/middlemen, because neither can anyone stop you from taking admission if you are in the merit list and pay your fee in time nor can facilitate admission if you are not in the merit list or not paid your fee in time.